

REQUEST FOR PROPOSALS
TOWN OF MILFORD, NEW HAMPSHIRE
PROFESSIONAL ENGINEERING SERVICES

June 3, 2015

The Town of Milford requests qualifications and a proposal (RFP) from professional engineering firms to provide general engineering services to the Town; to serve as Engineer of Record (EOR) on various town projects as needed; to assist the Planning Board in review of site and subdivision plans and development proposals; and to perform general civil engineering inspections for Town operations and site development.

RFPs shall be received no later than 3:00 PM Friday, June 19, 2015 at the office of the Town Administrator, 1 Union Square, Milford, NH 03055. Two (2) hard copies and a digital copy of the RFP are required.

A. OVERVIEW

The Town of Milford is home to approximately 15,200 people with an area of 25.3 square miles and is located in Hillsborough County, NH. The Town is governed by a Board of Selectmen and managed by a Town Administrator.

B. THE EOR'S POTENTIAL SCOPE OF SERVICES

1. Overview of Process When Services are Requested

- a. The Town will generally describe a task or need to the EOR for a specific project.
- b. The EOR will prepare a scope of services describing the work and the EOR and a proposed fee and estimated project timeline.
- c. The Town will review the scope and fee and once agreed the proposal will be presented for authorization as appropriate.
- d. The Town may choose to accept the proposal as is, reject the proposal, or negotiate a change of scope or fee with the EOR.
- e. Once the proposal is accepted, the Town will authorize the work order in writing.
- f. The EOR will track the task order as an independent project (i.e. separate project numbers and invoices).
- g. This is not an exclusive contract and the Town reserves the right to issue a general RFP/RFQ for specific projects if they desire to have expanded competition, specialized expertise, if the EOR elects to not accept a request for a specific work order, or if State or Federal regulations require competitive bidding.
- h. The award of a contract to an EOR does not guarantee that the selected firm will be assigned any or all Town projects.

- i. It is intended the EOR will have a term of service of three (3) years. The Town reserves the right to extend the EOR term of service if in the best interest of the Town.
- j. The Town reserves the right to cancel the EOR contract prior to the 3-year term upon a 30-day written notice.

2. Assisting the Office of Community Development

The Office of Community Development is staffed by a director, town planner/GIS coordinator, two building inspectors/code enforcement/health officials, two administrative assistants, a part-time environmental programs coordinator, a part-time conservation coordinator, and a part-time land researcher. The Office provides support to the Milford Planning Board and Zoning Board and other committees, manages special projects, and administers all building and development permitting. Depending upon the specific project or development proposal, the Office may require outside engineering services for projects, including but not limited to:

- a. General assistance as requested.
- b. Review of technical and engineering requirements for site plans and subdivisions and providing reports and recommendations for the Planning Board.
- c. Review of drainage and storm water analysis and design.
- d. Review of traffic studies.
- e. Meet with the Planning Board on an “on-call” basis.
- f. Advise the Planning Board on estimates for construction, bonds, performance guarantees, or related materials.
- g. Review and advise the Office on security releases.
- h. Review as-built plans.
- i. Provide other recommendations and reviews as deemed appropriate.

3. Assisting the Public Works Department

The Public Works Department (DPW) consists of a director, department supervisors, administration, and department employees. The DPW maintains the roads (85.6 miles), sidewalks (13.62 miles), bridges (19), dams (6), storm water drainage system, municipal buildings and facilities (13 buildings), the transfer station, cemeteries (42.05 acres) and parks (296.9 acres). Depending upon the specific project, the Department may require outside engineering services including, but not limited to:

- a. Provide general assistance as requested by director.
- b. Provide construction inspection estimates.
- c. Provide construction inspections including field entries and reports, response letters or memos, service sketches and acceptance of work.
- d. Provide director with inspection reports.
- e. Review soil reports.
- f. Attend pre-construction meetings and final inspections.

C. RFP Content

1. Cover letter clearly stating the firm's understanding of the Town's need for an EOR , the role the EOR should play in the community, and the Overview of Services. The cover letter should be signed by one or more members of the partnership, officers of the firm, or by an agent of the contractor legally qualified and acceptable to the owner.
2. Brief Company Background and its familiarity and prior involvement, in any, in providing services to the Town.
3. Personnel profiles, resumes, and qualifications of the proposed project team, including project manager(s), project engineers, and construction inspectors available for work in Milford.
4. Related firm experience in five (5) NH municipalities with references and contact information.
5. Standards Rates utilizing the following fee matrix:

Description	Straight Time	Overtime
Field Inspector		
Project Engineer		
Traffic Engineer		
Structural Engineer		
Project Manager		
Company Principal		
Secretary/Administrative Staff		

6. Mileage Rate: _____
7. Travel Time Approach (provide your firm's approach for addressing travel time for construction inspectors)
8. Billing and Invoicing
9. Incidentals

D. Submittal Packages

Submittal packages should be GBC bound not to exceed 50 pages. Two (2) hard copies and one electronic copy, labeled with the words “Town of Milford, Professional Engineering Services Request for Proposals” are required. Deadline for submittal is no later than 3:00 PM, Friday June 19, 2015. Submittals may be delivered or mailed to: Town Administrator, Town of Milford, 1 Union Square, Milford, NH 03055.

Also clearly state in the submittal package:

Vendor name
Contact person
Signature
Address
Email
Telephone number

E. Selection Process

The Town will utilize the following general selection process in determining the most qualified and best firm:

1. Interested consultants will provide written statements of qualifications (RFPs) to the Town based on the guidelines in this request.
2. A selection committee will review and rank all RFPs based upon the criteria established in the RFP.
3. If the choice of an EOR is obvious to the selection committee, the committee may recommend to the Board of Selectmen (BOS) the contract based on the results of the RFP review and without further evaluation.
4. However, if further evaluation is desired, several firms may be short-listed to participate in an interview process. Additional information may be requested.
5. Based on the findings of the committee, a recommendation will be made to the BOS to award the EOR contract to the successful firm.
6. The Town will then proceed to negotiate a contract with the selected consultant.
7. If an agreement cannot be reached with the selected consultant, the next preferred consultant may be contacted to negotiate an agreement, and so forth.
8. The Town reserves the right to reject any and all proposals at any time, waive minor informalities in the screening process and/or terminate the selection process at any time.

F. Town Contacts

Questions regarding this RFP may be directed, by email, to either or both:

Rick Riendeau, Public Works Director
Bill Parker, Community Development Director

email: rriendeau@milford.nh.gov
email: bparker@milford.nh.gov